

**EMBASSY OF THE UNITED STATES OF AMERICA**

Bangui, Central African Republic

**VACANCY ANNOUNCEMENT**

**NUMBER:** APER 011/12

**DATE:** July 23, 2012

**OPEN TO:** ALL INTERESTED CANDIDATES  
**POSITION:** IRC Multimedia Manager  
**OPENING DATE:** July 23, 2012  
**CLOSING DATE:** August 06, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**POSITION GRADE:** Ordinarily Resident: CFA 8,107,576 p.a. (starting Base salary)  
Position Grade: FSN-08

**NOTE:** All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Bangui is seeking an individual for position of Information Resources Center (IRC) Multimedia Manager in the Public Affairs section.

**BASIC FUNCTION OF POSITION:**

Manage all multimedia aspects of the Martin Luther King Center Information Resource Center (IRC) including PC workstations, A/V functions, all IT functions, new and social media, and oversight of the Kindle e-library project. The incumbent will manage a wide range of administrative functions in support of the multimedia platform such as liaising with local IT vendors, working with MLK IRC staff to set up programming (i.e. e-reader workshops), and ensuring security, maintenance, upgrades and replacement of IT and A/V equipment. The incumbent will be stationed in the public area of the IRC and will serve as a resource to MLK IRC patrons who wish to use the computers, internet, e-readers or attend events.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. REQUIRED EDUCATION:**

Bachelor's degree or equivalent in Information Technology, Information Systems, Library Science or a Bachelor's degree in Communications with significant work experience in IT and or Information Systems.

**2. REQUIRED WORK EXPERIENCE:**

Three (3) to five (5) years previous work experience in the IT/systems field; previous project management experience required.

**3. REQUIRED LANGUAGES:**

English Level III Speaking/Reading/Writing  
French Level III Speaking/Reading/Writing

**4. REQUIRED JOB KNOWLEDGE:**

Project management knowledge, knowledge of IT and A/V systems.

**5. REQUIRED TECHNICAL KNOWLEDGE:**



Ability to manage multiple tasks, and conduct oversight of equipment and resources; ability to set attainable objectives, goals and tasks and achieve them; ability to work independently with minimal guidance or supervision; demonstrated ability to work in a resource poor environment - use creativity and initiative to find solutions to challenging problems.

#### **SELECTION PROCESS:**

When qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertized positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personnel Services Agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and maintain a security clearance.

#### **TO APPLY:**

Interested applications for this position must submit the following or the application will not be considered:

1. Application for employment as a locally employed staff or family member (DS-174) and
2. A current resume or curriculum vitae that provide the same information as a DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATIONS TO:**

**Management Officer**  
American Embassy Bangui  
P.O. Box 924  
Bangui, CAR  
**Attention:** Warren Nixon

#### **DEFINITIONS:**

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
  - a) US citizen;
  - b) Spouse or dependent that is at least age 18;
  - c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and



2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
3. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/residency permits for employment in the country.
6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
7. The U.S. Mission in CAR provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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Warren Nixon  
**Management Officer**